

Focus:	Division of Personnel DIR	State of Alaska Department of Administration Division of Personnel <u>Policies and Procedures</u>		
Topic:	Policy & Procedure Format 10110 POL	Effective Date: 12/28/05 Supercedes: SOP 11 Division Procedures Section II		
Authority: AS 39.25.50				
Link(s):	DIR 10110 PRO DIR 10110 FRM	DIR 10120 POL DIR 10120 PRO DIR 10120 CHK	DIR 10130 POL SPR 10130 PRO	

POLICY:

Policies and procedures (P&P) will be written and issued with consistent layout and formatting, utilizing the Division of Personnel's standardized subject structure.

(Refer to: DIR 10110 PRO, DIR 10110 FRM, DIR 10120 POL, DIR 10120 PRO, DIR 10120 CHK, DIR 10130 POL, SPR 10130 PRO)

DEFINITIONS:

Policy: a governing principle established at an executive level, which mandates or constrains action, has consistent system-wide application, and sets a course, which changes infrequently.

Procedure: a set of effective and logical interrelated steps that implement a policy.